

26 September 1955

TO: All Professional Personnel, Materials Division
FROM: Chief, Materials Division
SUBJECT: Relations with NSA

1. This memorandum is intended to clarify existing administrative requirements regarding relations between this Division and NSA.

2. Procedures to be followed by an analyst in setting-up a visit are as follows:

(a) Check with his immediate supervisor and determine the desirability of contacting NSA on the question at hand;

(b) Personally contact ORR Support Staff, Room 2101 "M" Bldg., ext. 2813, at least two full working days prior to the first intended visit. Advise St/S in the most complete detail possible of the reason for the intended visit, (a draft outline is required, unless previously submitted, for other than spot questions), the persons or section he intends to visit, and the time he prefers for the visit. The requirement for advance notice and a precise statement of interest is necessary to insure that the appropriate NSA analysts are available and to give the NSA personnel time to check their material. Because of inexact statements of interest, analysts have found on arriving at NSA that the people who could be of help to them were unavailable, and/or that considerable time was spent in locating anything which might be of assistance. Another purpose is to provide the people in the chain of command, both in ORR and in NSA, with some indication of the scope and nature of the liaison activities. In the case of an analyst who has a permanent NSA badge, and who desires to visit someone [REDACTED] with whom he has previously established a continuing liaison arrangement, in connection with a spot question which will not take a great deal of NSA time, the provisions of the foregoing may be waived, i.e. the analyst can make his own arrangements. This waiver applies only to visits to [REDACTED]

(c) Upon being advised by the Support Staff that the visit has been cleared, arrange with the Support Staff for transportation.

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(a) For occasional visits, any hour convenient to both parties is suitable. However, when an analyst is putting in several full days at NSA, his hours must conform to the regular working hours of the unit he is visiting, i.e. 0745 to 1615 or 0730 to 1600. [The analyst's D/M Branch will continue to be responsible for reporting his time and attendance. The analyst will keep his Branch Office advised on his physical location and of the telephone extension at which he may be contacted while he is at NSA.]

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(b) One man from the Support Staff, currently [redacted] is designated to represent ORR's substantive interests at NSA, and spends most of his time there. He may be contacted in connection with any problems which may arise, at the office of the CIA Senior Staff Officer [redacted].

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4. [redacted] exercises general staff supervision over this Division's relations with NSA. It is desirable that he be kept advised of visits by personnel from this Division, although prior checks are not necessary. He may be of assistance regarding who to see or where to check for specific information. In addition, since he spends considerable time at NSA, he can be of help in getting quick spot answers.

5. All personnel from this Division are cautioned that in their contacts with NSA personnel, nothing must be said implying the laying on of a requirement or the changing of priorities. The only acceptable channel for such requests is from the Branch, through the Division, and Support Staff, ORR, to OCI Requirements Staff for further transmittal to NSA.

6. The Division is required to submit each Monday to the ORR Support Staff a memorandum giving the names of people who visited NSA during the previous week, the dates, the time involved, and the panels contacted. It is requested that each Branch furnish to the Division Office prior to 1200 each Monday a note with the foregoing information, initiated by some responsible person from the Branch.

7. In addition, it is requested that each analyst visiting NSA forward to the Division Chief (through the Branch Chief) a brief note, not necessarily typed, including dates and time of visit, subjects discussed, the organizations, people, and files visited, and a general assessment of the profitability of the visit. It is not intended that such a report be submitted for each visit, but it is desirable that such reports be prepared when new subjects are broached, different organizations contacted, or when anything of particular interest occurs. These informal reports are for the general information of the Division, but should it appear that a more formal report requiring wider dissemination is desirable, the Division may request it on an ad hoc basis.

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